

EXECUTIVE SECRETARY

DISTINGUISHING FEATURES

The fundamental reason the Executive Secretary exists is to perform highly skilled sometimes complex, non-routine assignments for executive level management. This classification is not supervisory. Work is performed under the general supervision of a City executive to whom the incumbent is assigned. Executive Secretary is distinguished from Administrative Secretary by the direct reporting relationship to an executive of multiple departments and/or divisions, the requirement of special skills, and the advanced level of complexity and confidentiality of the work assigned.

ESSENTIAL FUNCTIONS

Coordinates business and ceremonial dates for executive level management.

Schedules meetings, appointments and conference room bookings.

Arranges for press conferences and special management meetings.

Maintains electronic/engagement calendars for executive level management of area assignment.

Greets visitors, responds to telephone inquiries and directs inquiries to appropriate staff.

Prepares and composes written documents and correspondence with the highest quality requiring independent judgment in handling format, procedure and context.

Responds to sensitive requests for information that may involve confidential matters.

Establishes, organizes, and maintains complex paper and computerized filing systems; orders and maintains office supplies.

Participates and assists in the administration of program functions in the office to which assigned.

Attends meetings, takes minutes and transcribes minutes for distribution as necessary.

Maintains regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Proper business grammar and spelling.
Modern office practices, procedures and equipment.
Municipal organization and functions at the executive level.
City rules, regulations, policies, and procedures.
Microsoft Office software, Word, Excel, and PowerPoint.
Rules of formatting correspondence and reports.

Ability to:

Type/key 65 wpm (words per minute) net.
Plan, organize, and coordinate activities.
Prioritize work.
Communicate verbally and in writing to respond to requests for information.
Explain policies, rules and regulations.

Operate a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement.
Establish and maintain effective working relationships with elected officials, senior management, City staff, and the general public.
Handle confidential issues.
Perform special projects as assigned.
Comprehend and make inference from written material and/or verbal and written instructions.
Listen and communicate effectively both orally and in writing with all those encountered in the course of work.
Move objects weighing less than 20 pounds, such as mail, supplies, and files short distances.
Make numerical computations including adding, subtracting, multiplication and division.
Maintain regular and consistent attendance and punctuality.
Embrace strong values and be a team player.

Education & Experience

Requires any combination of training and experience equivalent to two years of college course work in business or public administration and five years experience working for an elected official, city manager, county administrator, CEO of a major corporation or equivalent.

FLSA Status: Non-Exempt

HR Ordinance Status: Unclassified